



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Tracey Dunlap, Director, Finance and Administration

Date: December 2, 2013

Subject: Accept Planning Commission Resignation

RECOMMENDATION

That Council acknowledges receipt of Jay Arnold's resignation from the Kirkland Planning Commission and approves the attached draft response thanking him for his service.

BACKGROUND DISCUSSION

Mr. Arnold is no longer able to serve on the Commission as he was elected to Position 1 on the Kirkland City Council and will begin his term January 1, 2014. The City Clerk's office has begun the recruitment for this position.

November 14th, 2013

Kirkland City Council
123 Fifth Avenue
Kirkland, WA 98033

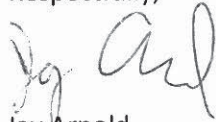
Dear Mayor McBride and members of the City Council,

I hereby tender my resignation from the Kirkland Planning Commission, effective December 13th, 2013. It has been my honor to serve you over the last five years, offering our recommendations on planning policies and issues facing the city.

Given the important work before the Planning Commission with the *Kirkland 2035* updates to the comprehensive plan and other pending issues, I offer this early resignation in hopes of facilitating the speedy appointment of a replacement and minimizing any disruptions of the commission's work.

I have enjoyed my experience serving on the Planning Commission and have the upmost respect for the Commissioners that I have served with. I look forward to their counsel as I serve in my new role.

Respectfully,



Jay Arnold

CC: Jon Pascal, Chair, Kirkland Planning Commission
Eric Sheilds, Planning Director
Paul Stewart, Deputy Planning Director
Kathi Anderson, City Clerk

DRAFT

December 11, 2013

Jay Arnold
105 18th Place
Kirkland, WA 98033

Dear Jay,

We have received your letter of resignation from the Kirkland Planning Commission.

The City Council appreciates your contribution to the Commission, and we thank you for volunteering your time and talent to serve our community, both as Planning Commission member and in your new role as Kirkland City Councilmember.

Sincerely,
Kirkland City Council

By Joan McBride
Mayor